


California Health and Human Services Agency Data Center

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MEMORANDUM

TO: All SID Employees

FROM: 
STEVE HOWE
Director, Systems Integration Division

SUBJECT: ADOPTION OF SYSTEM ACQUISITION POLICIES

DATE: June 19, 2001

As part of SID's ongoing commitment to process improvement and quality within the division, I am pleased to announce the adoption of the following policies based on the Software Engineering Institute's Capability Maturity Model (SEI SA-CMM). These policies will guide our organization into achieving compliance with the Level 2 and 3 key process areas of the model.

- SID Policy for Systems Acquisition
 - Software Acquisition Planning Policy
 - Solicitation Policy
 - Requirements Definition and Management Policy
 - Project Management Policy
 - Contract Tracking and Oversight Policy
 - Evaluation Policy
 - Transition to Support Policy
 - Process Definition and Maintenance Policy
 - Project Performance Management Policy
 - Contract Performance Management Policy
 - Acquisition Risk Management Policy
 - Training Policy

I believe these policies re-affirm SID's goal to define and utilize a standard set of documented, repeatable processes and best practices based on industry standards and our own experiences in the California environment. Together with our Process Action Teams (PATs) and our Project Office Support Tool (POST) efforts, these policies reiterate our commitment to provide our customers with the best possible services and systems by following good project management and acquisition practices. To ensure the policies and practices are being followed, we will periodically conduct Capability Maturity Model (CMM) assessments to review our conformance with industry standards and our own documented processes.

These policies are available on and reference our processes and practices presented on our Best Practices website (<http://bpweb> and <http://www.bestpractices.cahwnet.gov>). I would encourage each of you to review these policies and practices.

If you have any questions regarding this policy, please contact Kathy Saito at 263-4294.